

Room Parent Duties

The following is a list of typical Room Parent Duties. The duties will vary from class to class, but there are a few school wide functions that pertain to all.

Contact Room Parent: One Room Parent will be designated as the Contact Room Parent. This is only primarily to facilitate communication between room parents and the teacher. This person is the primary contact for the teacher and also organizes the room parent activities, but responsibilities are to be shared by all room parents.

Initial Meeting with the Teacher: It is customary for the Contact to organize a meeting as soon as possible with all the Room Parents and the Teacher to review activities that might be required during the year. In addition to school wide activities as noted below, the Teacher might have additional activities for which he/she would require assistance from the Room Parents. Some Teachers (i.e. 3rd grade) will work together; so one joint meeting might be in order.

Collection of Money to Support Activities: Typically, the room parents will send out a letter to the class after the initial meeting with the teacher. A certain amount of money might be needed to support Room Parent sponsored activities. This money could cover activities such as a group teacher gift for birthday or end of the year, expenses for parties, and possibly purchase of a coat for the "Helping Hands" project – see details below). We highly recommend requesting no more than \$20 per family. In addition, money collected is on a voluntary basis. Please note that the donation is voluntary in your letters.

Halloween and Valentine's Day Parties: These parties are school wide events and are held on specific days and at specific times. But each class is required to plan and support the parties. Halloween usually requires a simple treat and a few games in the afternoon. Valentine's Day again usually requires a simple treat, but games are usually not required, as the kids are busy with handing out the cards. Please discuss details with your teacher. Due to the number of allergies, it is Cold Spring's policy that all parties remain PEANUT FREE. Further details on these parties will be provided. Parties generally cost around \$35.

Helping Hands: This program is a school wide event that collects clothing and toys for children in need. Each class is designated a child during the Winter Holiday Season. A Helping Hands Committee will provide more information. Usually the Room Parent assists in this endeavor by ensuring that enough items are collected.

Teacher's Birthdays, Winter Holiday Gift, and/or End of the Year Gift:

It is customary to acknowledge teacher's birthdays, the Winter Holiday, and/or the end of the year. Some classes spend a portion of their class money on a gift at the Winter Holiday and the remainder at the end of the year. Each contact room parent will receive their teacher's 'wish list', which has some suggestions about their favorite restaurant, favorite places for gift cards, etc. Please consider copying this for the other parents in your class so they can also have that information.

Specific questions regarding Room Parent responsibilities should be directed to the staff member. Please contact the Room Parent Coordinator, Amy Ullman at 301 424-5825 for general room parent information.